

ACADEMIC INTEGRITY AND MISCONDUCT POLICY

The Academy considers academic integrity essential to the maintenance of the highest academic and professional standards. Students are expected to adopt an honest approach to carrying out academic and scholarly work. Honesty is demonstrated by undertaking and completing one's own work, avoiding plagiarism and not relying upon dishonest means to gain advantage.

Procedures aimed at promoting academic integrity include:

- Providing information about academic integrity and academic misconduct policy at student orientations, during class and at staff inductions
- Providing a secure system for handing in student work
- Providing a secure system for returning student work
- Ensuring that appropriate systems of identity check and invigilation are in place for examinations
- Ensuring that electronic plagiarism-detection software (such as Turnitin) is applied on assessed written work where appropriate
- Supporting Staff development to improve learning and teaching strategies for academic integrity

ACADEMIC MISCONDUCT

Academic Misconduct is commonly defined as any act whereby a student obtains an unpermitted advantage for himself/herself or for another when in pursuit of a qualification. Misconduct applies whether the student acts alone or in collusion with others. Types of academic misconduct can vary, but the four most common categories are **plagiarism, collusion, falsification, and cheating**.

PLAGIARISM

The Academy has adopted the standard definition for plagiarism. Common examples of plagiarism include:

- Use of any quoted material from the published or unpublished work of other persons, without the use of quotation marks or citations of the source
- Use of another person's words or ideas that have been slightly changed or paraphrased to make it look different from the original, without reference to that person in the text and entering the source in the bibliography
- Summarizing another person's ideas, judgments, diagrams, figures, etc. without reference to that person in the text and the entering the source in the bibliography.
- The use of previously published material (scripts, short stories, magazine articles, photographs, commercial products etc.) without obtaining permission from the copyright owner
- Use of services of script/essay banks and/or any other agencies
- Use of unacknowledged material downloaded from the Internet
- Re-use of one's own material (or resubmission of previously assessed work from another module) without express authorisation from the appropriate Course Leader or Coordinator

The Academy considers the use of another person's words or ideas and presenting them as their own can be construed as theft of another individual's intellectual property. As a result, the **Academy require students to sign a declaration as part of the assignment assessment forms that the work submitted is their own.**



CHEATING

Cheating refers to the means by which a student seeks to gain unfair advantage over her/his peers specifically in an examination or in a test.

All examinations and tests are invigilated. The invigilators are accountable to the Academy for reporting any incidents of suspected cheating. Students are cautioned at the start of such tests that any sources of information found on their person will be used as evidence of cheating and that the instance will be reported to the Academic Infringement Committee.

The student may elect to complete the examination or test at the point where the evidence has been found, or, alternatively, s/he may leave the room, but the examination or test will be left behind.

Thereafter the Infringement Committee will investigate the occurrence and render a final judgment on the basis of their findings.

COLLUSION

Collusion is an agreement between two or more students, and or students and staff/tutors, to act in a way which either gives them an unfair advantage, or disadvantages others. Collusion may include such behaviours as providing information regarding marking criteria of tests, or dissuading students from pitching for certain production roles to 'fix' crew allocations of student productions.

Students should be aware that collusion is often hard to identify due to its secretive nature.

FALSIFICATION

Falsification refers to the deliberate actions taken by students to produce something for assessment that lacks authenticity with the intent to commit fraud or deception. Examples of such behaviour include inventing quotes or titles of books which do not exist, inventing anecdotal information, or recording incorrect information on production paperwork.

BA students should also refer to Part J of the University of Derby Academic Regulations, which includes a full list of all academic offenses:

<https://www.derby.ac.uk/media/derbyacuk/assets/departments/the-registry/academic-regulations-2018-aug/Part-J-Academic-Offences-2018-19.pdf>

LFA COPYRIGHT

All work/films produced by a student or participant during a Programme of Study remain the property of the Academy with the exception of the Writer-Director and Screenwriting Diplomas where copyright is reassigned to students on successful completion of the Programme of Study. This is in accordance with the [Terms & Conditions](#) of application.

However, any student from any course may request an assignment of copyright by email to Joint Principal. This request will be granted at the discretion of the Joint Principal.

LFA promotes films produced on LFA courses and may seek the sale and exhibition of films and DVDs. Students are not permitted to enter into any contractual agreement regarding sale, exhibition or distribution of a film without prior agreement from the Joint Principals.

Any breaches of the LFA copyright by students will be considered academic misconduct.

IDENTIFICATION OF ACADEMIC MISCONDUCT



To assist in the identification of plagiarism, cheating, collusion and falsification the following procedures are followed:

- All assignments and/or examinations are submitted to the academic office with full Turn-It-In reports
- The paper is assessed on its own merit, without reference to concerns arising in respect of plagiarism
- The Tutor and/or Course Leader or Coordinator proceeds to investigate Turn-It-In results and other sources available in respect of tracking information
- If suspicions still remain following initial investigations, then the Tutor and/or Course Leader/Coordinator reports the incident to the Head of Academic Governance and recommends that the student's case be investigated and reviewed by the Academic Infringement Committee
- The student is advised formally by the Academy that doubts about the authenticity of the work have been raised and that her/his case has been sent to the Academic Infringement Committee for review

ACADEMIC INFRINGEMENT COMMITTEE

Students should be aware that the purpose of the Committee is to ensure that judgments rendered in respect of academic misconduct have been investigated properly and that students have had fair and reasonable opportunities to respond to concerns raised.

The Committee comprises: The Head of Academic Governance (Chair), Joint Principal (Operations), Course Leaders/Coordinators, Exam Invigilator and/or marker (or moderator) if appropriate and Minute Taker. The committee may invite External Representatives, as required by the course, and/or Marker (Tutor), Student(s) under investigation and witnesses, as appropriate.

The committee shall:

- consider the evidence submitted to it on the allegation of unfair practice;
- determine whether the allegation has been substantiated. Such a determination shall normally be made on the balance of probabilities;
- determine, in appropriate cases, the penalty to be imposed.

In cases where two or more Students are accused of related offences or collusion, the Chair may decide to deal with the cases together. However, each Student may be given the opportunity to request that the cases be heard separately.

In the case of a formal exam setting

The Examinations Invigilator shall present the case against the Student, calling such witnesses and presenting such evidence as considered necessary.

In the case of non-exam based work

Evidence will be presented by either the first marker of the coursework under consideration or the internal moderator or Course Leader. Additional documentary evidence in support of the case against the student may only be presented to the Committee on the day of the hearing, with the express permission of the Chair.

Students have the right to be represented or accompanied, and to hear all the evidence brought against them; to call and to question witnesses, and to submit other evidence. Additional documentary evidence including evidence of mitigating circumstances may only be presented to the Committee on the day of the hearing, with the express permission of the Chair. The Chair may invite contributions from the person accompanying the student and members of the Committee may ask questions of the Student, the Invigilator of Examinations /Marker (Tutor) of the Coursework and of the witnesses.



Decisions regarding the allegations will be made in private by the committee who shall consider the Student's record, including profile of marks, and any assessment conventions and regulations for the scheme of study in question as well as the evidence presented. The Committee would not normally be required to prove intent on the part of the Student but additional proof of intent may be relevant when arriving at an appropriate penalty.

Students will be informed of the Committee's decision in writing. Should the case be dismissed all mention will be removed from the students file.

PENALTIES AVAILABLE FOR UNFAIR PRACTICE

The Committee may apply one or any combination of the following penalties:

- The issue of a formal reprimand to the Student, a written record of which shall be kept.
- The cancellation of the Student's marks in part or in whole for module(s) concerned, or in all of the modules for the year in question, with a recommendation as to whether or not a re-assessment should be permitted, either with eligibility for the bare pass mark only or for the full range of marks
- An instruction to the examiners, when marking, to ignore any plagiarized text, which may result in a reduced mark.
- The reduction of the qualification result by one class or the non-award of a distinction.
- The disqualification of the Student from future Academy examinations and/or coursework assessment

If a Committee decides that the above penalties are inappropriate, the Committee may use its discretion to decide upon the appropriate penalty.

APPEALS BY STUDENTS FOUND GUILTY OF UNFAIR PRACTICE

All students found guilty of unfair practise have the right to appeal. The Academy is only prepared to consider appeals which are based on one or both of the following grounds:

- Irregularities in the conduct of the unfair practice procedure, which are of such a nature as to cause reasonable doubt whether the Committee would have reached the same decision had they not occurred; and/or
- Exceptional personal circumstances which were not known to the Committee when the Student's case was considered and which can be shown to be relevant to the unfair practice (in appeals based on these grounds the appellant must show good reason why such personal circumstances were not made known to the Committee before its meeting. Where a Student could have reported exceptional personal circumstances to the Committee prior to its meeting, those circumstances cannot subsequently be cited as grounds for appeal.)

Any appeal shall be sent in full, in writing, and within one month, to the Head of Academic Governance (Joint Principal, Academic) who shall acknowledge receipt normally within 5 working days.

The appeal will be considered by the Head of Academic Governance (Joint Principal, Academic) in consultation with the Joint Principal (Operations) and the Chair from the relevant Infringement Committee. The decision concluded by this appeal panel will be final and communicated to the student within 15 working days of the original appeal being lodged.

The Head of Academic Governance (Joint Principal, Academic) shall be empowered to take one of the following decisions:

- To reject the appeal;
- To disallow the original penalty and to refer the case back to the original Infringement Committee for a review of the penalty imposed;
- To require a new Committee to re-hear the case.



